

Message

From: Sanders, Amy [Sanders.Amy@epa.gov]
Sent: 5/20/2019 5:52:14 PM
To: Stepp, Cathy [stepp.cathy@epa.gov]
CC: Newton, Cheryl [Newton.Cheryl@epa.gov]
Subject: RE: Region 5's Decision to Vacate the Grosse Ile, MI Office

Ex. 5 Deliberative Process (DP)

Amy Sanders
Acting Mission Support Division Director
U.S. EPA, Region 5
Resources Management Division
77 W Jackson Blvd
Chicago, IL 60604
Email: sanders.amy@epa.gov
Office: (312) 353-9196

From: Stepp, Cathy
Sent: Monday, May 20, 2019 12:18 PM
To: Sanders, Amy <Sanders.Amy@epa.gov>
Cc: Newton, Cheryl <Newton.Cheryl@epa.gov>
Subject: Re: Region 5's Decision to Vacate the Grosse Ile, MI Office

Ex. 5 Deliberative Process (DP)

Sent from my iPhone

On May 17, 2019, at 1:45 PM, Sanders, Amy <Sanders.Amy@epa.gov> wrote:

Cathy/Cheryl,

I wanted to follow up with some information on the decision to move staff from Grosse Ile to Ann Arbor. From a financial perspective, it costs approximately 600K/year to operate the Grosse Ile location. There are also additional costs (a contract security guard) and SEE staff that will no longer be needed in the new location. Regarding staff involvement, in addition to the formal union notification and negotiations/MOU, there have been AFGE tours, staff tours, information sessions, and a workgroup established to raise/address concerns that meets every 2-4 weeks. One of the staff concerns was insufficient storage space. As noted below, additional space and storage solutions were developed. Finally, staff were able to pick the finishings on the new office furniture (they picked option 2 on the attached sheet.)

Important note—while the timeline that Marc/John put together below starts in 2017, the decision to close/not close Grosse Ile goes back to at least 2013, when ORD started looking at plans to close facilities. If we ever need an even longer timeline, we can provide it.

Thanks,

Amy Sanders
 Acting Mission Support Division Director
 U.S. EPA, Region 5
 Resources Management Division
 77 W Jackson Blvd
 Chicago, IL 60604
 Email: sanders.amy@epa.gov
 Office: (312) 353-9196

General Timeline of Events:

- **2017:** EPA identifies the closure of LLRS as part of its efforts to comply with FASTA. Note: The average cost to keep the LLRS open and operating is about \$600K annually.
- **June 2017:** Vaughn Noga, Amy Sanders, John Haugland and Jason El-Zine meet at Ann Arbor, MI to walk-through the complex.
- **June 22, 2017:** Email from John Haugland to LLRS tenants that FWS staying until December 2017, and the LLRS office will stay open until December 2017 for planning of R5's move to EPA Ann Arbor, MI. This was a result of a teleconference between Vaughn Noga and Fish and Wildlife, whereby V. Noga gave approval for Fish and Wildlife to remain in place to finish the construction of a new office, which would be in accordance with a rental agreement with OARM.
- **June 23, 2017:** Email from AFGE's Mike Mikulka to Amy Sanders that Keith will be the chief negotiator, and he asks her about John Haugland's email discussing a move to Ann Arbor, MI.
- **August 31, 2017:** Official notice given by R5's Maria Zamora via email to AFGE's Mike Mikulka of EPA's intent to vacate LLRS and move to Ann Arbor
- **October 2017:** Management and AFGE representatives (Colvin, Mankowski, Fusinski, Zamora and others) tour the Ann Arbor, MI office to observe the proposed parking area and location of a porta-fab office.
- **November 2017:** Following AFGE's demand to bargain received, the ground rules were established
- **January 17, 2018:** A workgroup to address planning and preparation for the move to Ann Arbor, MI met for the first time. Participants / invitees included: 1) R5 facility, safety, IT, labor and relations staff; 2) Headquarters facility / property representatives; 3) SFD and CID staff at Grosse Ile, inclusive of AFGE's workgroup representative and R5's on-site facility coordinator. Note: this provides the primary forum for the sharing of information between the various attendees, to raise issues and address concerns, etc., and has met on a bi-weekly / monthly basis since then to the present date.

- **February 1, 2018:** Negotiations complete between management and AFGE to move to Ann Arbor
- **Spring 2018 List of Highlights:**
 - Joint Information Session offered to all-hands at Grosse Ile (i.e., members of EPA, Fish and Wildlife, on-site contractors, SEEs, ORD, etc. met to discuss planning for the closure of the Grosse Ile office).
 - Grosse Ile staff provided a tour of the Ann Arbor complex. Present were representatives of Chicago facility and labor relations, Grosse Ile staff, Yvette Jackson, and Ann Arbor facility representatives. The staff visited an existing porta-fab structure, physical location of the SFD/CID porta-fab site, and the future outdoor parking facility.
 - M. Colvin met with Grosse Ile staff in Chicago for about an hour to provide informational update and status of the relocation to Ann Arbor.
 - Follow-up tour of Ann Arbor occurred to provide one more opportunity other Grosse Ile staff to attend.
 - Sketch of the office floor plan, prepared by OARM, was shared with the Grosse Ile staff.
 - Jeff Borseth asked to help to identify the equipment and supplies to be moved to Ann Arbor.
 - OARM consultant visits Grosse Ile to meet with Jeff Borseth and conduct a space analysis to for the preparation of a design for the secure storage space.
 - Todd Quesada, records specialist, visits Grosse Ile staff to address records management planning and associated space needs, and to answer staff questions.
- **Fall 2018 List of Highlights:**
 - OARM's design sketch for the secure storage area is shared, which in turn was sent to the Grosse Ile planning workgroup by ESB. A follow-up plan showing more detail was also shared.
 - The workgroup and M. Colvin collaborated to re-design the interior layout of the secure storage area to accommodate more storage lockers in lieu of work bench space, and to gain OARM's approval.

- Ann Arbor's facility management consented to the provision of nearly three-times the original floor space provided to accommodate R5's storage space needs.
 - Ann Arbor's facility management consented to the provision of parking for the R5 staff in the newly constructed area, with considerations also made for easy access to trailer traffic and parking.
 - Ann Arbor's facility management consented to the provision of a wash sink near the porta-fab building, which was the result of a good-faith effort by R5 management to help acquire this particular amenity under the MOA.
- **February 12, 2019:** Grosse Ile staff given opportunity to provide input on furniture finishes by choosing "option 2" among several (see attached)
 - **March 11, 2019:** after provided with two options for storage space within the workstation designs, staff provided a clear preference which was adopted in the design.
 - **April 3, 2019:** AFGE asked for staff input on agenda for the next Joint Information Session. This is to include topics to be covered by Ann Arbor's staff during training / orientation after the relocation.
 - **April 14, 2019:** Staff input was sought on interior furnishings for the emergency response storage (workbenches, lockers, shelving, etc.).
 - **May 6, 2019:** Jason El-Zine and Steve Fusinski arranged for a tour of the Ann Arbor porta-fab structure and associated complex.
 - **May 7, 2019:** Keith Fusinski contacts Marc Colvin to request a copy of EPA's space standards and to report that CID had acquired two designated parking spaces directly adjacent to the porta-fab structure. M. Colvin provided the link to the standards and informed John Haugland about the designated parking, to inquire whether R5 may take one.
 - **May 13, 2019:** Draft relocation instructions were shared with the workgroup for input, and AFGE's workgroup representative provided comments.
 - **May 15, 2019:** Ideas to be sent to J. Haugland for ways to adapt to smaller work space for potential discussion with NVFEL after the relocation.

<EPA -- Region 5 -- Finish Options Ann Arbor.pdf>